

Australian Business Ethics Society

Minutes of A. B. E. S. General Meeting

Date	Saturday, 3 rd September 2005
Time	11.00 am - 12.00 am
Location	Broadway Shopping Centre's food court
Present	Michael Wang (Treasurer), Clarence (publication), Edward (welfare), Jaling Chan (Secretary), Charlene (events), Thomas Wong (Vice-president)
Absent	Kelvin Chia (President), Mark (web)

1. Opening and welcome

- i. Vice President gave a welcome speech to all the committee members
- ii. All members are reminded of the upcoming event, and all members are to meet at 1.45pm outside room 3 (Wentworth)
- iii. Application forms for new members, as well as the posters for the up-coming event was distributed to all members.

2. Minutes of previous meeting

- i. Handed out the previous minutes to every member
- ii. Checked through by each member

3. What was discussed

- i. Committee members were reminded to actively search for economically priced plastic cards
- ii. Charlene will purchase transparent name card holder for all members
- iii. Edo will be in charge of creating a database (excel format) for existing, as well as new members

4. Update for upcoming-event

- i. Edo will be sending an invitation email to new members, with regards to the approaching event
- ii. Thomas will be calling Peter Woelert on Wednesday
- iii. Clarence had submitted an advertisement to the e-bull
- iv. Thomas, Kelvin and Mark will be writing up the mission statement for A.B.E.S.

- v. Nicole will download the pre-event application form from the USU website, fill it out and send it to USU
- vi. Michael will discharge his duty as a treasurer by completing the post-event application form and submitting it, after the event.

5. Distribution of pamphlets

- i. Edo – Eastern Avenue lecture theatre
- ii. Michael – Merewether lecture rooms
- iii. Thomas – Institute lecture rooms
- iv. Clarence – Law Faculty lecture rooms
- v. Nicole and Charlene - Psychology Faculty lecture rooms.

6. What motions were laid on the table

- i. New members might be incorporated into A.B.E.S. committee to enable a smooth handover of responsibilities in the coming year.

7. Date of the next meeting

- i. 17th September 2005 (Saturday), at 11 am, Broadway

